



State and Consumer Services Agency – Governor Edmund G. Brown Jr.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



INSERT DATE

INSERT INSTITUTION CONTACT NAME
INSERT INSTITUTION NAME
INSERT INSTITUTION MAILING ADDRESS
CITY, STATE ZIP

Subject: Compliance Inspection
INSERT INSTITUTION NAME,
Institution Code: INSERT CODE, School Code: INSERT CODE

Dear INSERT Mr./Ms. & Last Name:

The California Private Postsecondary Education Act of 2009 (Ed. Code), sections 94932 and 94932.5, and Title 5, Division 7.5 of the California Code of Regulations (5 CCR), section 75200, require the Bureau for Private Postsecondary Education (Bureau) to inspect institutions for compliance with statutory and regulatory requirements set out in the Ed. Code and 5 CCR.

This letter is to notify you that INSERT INSTITUTION NAME has been identified for a compliance inspection. The compliance inspection is a two-step process. The first step asks the institution to submit specific documentation to the Bureau for compliance review (desk inspection). The second step consists of an on-site inspection of the institution. If there are any minor violations outstanding at the end of the on-site inspection, a Notice to Comply will be issued against the institution pursuant to Title 5, Division 7.5, section 75010 of the California Code of Regulations.

The remaining content of this letter addresses the desk inspection portion of the two-step compliance inspection. Further communication regarding the on-site inspection will be provided in the near future.

Your institution has been assigned an analyst to assist you through the desk inspection process. Please direct all communications and questions to INSERT ANALYST NAME at (916) 431-XXXX or INSERT EMAIL ADDRESS.

Enclosed with this letter are form documents that identify the submissions and responses requested by the Bureau:

- Student Tuition Recovery Fund (STRF) Minimum Requirements
- Catalog Minimum Requirements

- Enrollment Agreement Minimum Requirements
- Administration Minimum Requirements
- Admissions Minimum Requirements
- Educational Program Minimum Requirements
- Faculty Minimum Requirements

Please follow the instructions set forth on each form, completing each form in its entirety and providing all requested documentation. You are encouraged to provide your submissions to your assigned analyst as they are completed. All submissions must be received by the Bureau no later than INSERT DUE DATE. Mail all submissions to the Bureau's street address at:

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Ste. 400
Sacramento, CA 95833**

Should you have any questions, please contact your assigned analyst directly. Your anticipated cooperation is greatly appreciated.

Sincerely,

MANAGER'S NAME
Enforcement Manager
Compliance Inspections

Enclosures